

STATE OF IDAHO
DEPARTMENT OF INSURANCE
700 WEST STATE STREET, 3rd FLOOR
PO BOX 83720
BOISE, ID 83720-0043

**INSTRUCTIONS FOR COMPLETING AND FILING
STATEMENT OF MONTHLY PREMIUM TAXES
PURCHASING GROUPS**

1. Read these instructions carefully before completing the Statement of Monthly Premium Taxes for Purchasing Groups. If you have any questions regarding this filing, contact the Premium Tax Section at (208) 334-4281, (208) 334-4282, or (208) 334-4280.
2. For non-admitted Surplus Line Insurers not authorized to transact insurance in this state, premiums can only be written and reported through a Surplus Lines Broker licensed in Idaho. Stamping fees are collected and paid to the Idaho Surplus Line Association. To assure that premiums are being filed correctly, contact the Surplus Lines Association of Idaho, Inc. at (208) 342-9326. Idaho Code § 41-4810, 41-1211 and 41-1223.
3. A purchasing group may not purchase insurance from a risk retention group that is not chartered in a state, nor from an insurer not admitted in the state in which the purchasing group is located.
4. Only those purchasing groups which are paying the premium tax monthly should use this statement. This statement can be reproduced for future monthly remittances.
5. The purchasing group name, address, and state of domicile must be completed as all forms, refunds, and correspondence will be sent to this address.
6. All purchasing groups must attach documentation (i.e. declaration page) which verifies the name and address of the insurer, the type of policy, the location of the risk/insured, and the effective dates of the policy. Idaho Code § 41-247, 41-4808, 41-4811, 41-4816 and 41-1233.
7. The Statement of Monthly Premium Taxes is due within thirty (30) days of procurement of insurance. Delinquent filing and payment of taxes subject the insured to a penalty of six percent (6%) per annum, compounded annually. Idaho Code § 41-4816 and 41-1233.
8. The Tax Statement must be signed and dated by an officer of the company. This signature certifies under penalty of perjury that the statement is accurate and complete.
9. All questions concerning this tax statement will be directed to the contact person; therefore, include a direct telephone number and extension.
10. The Statement of Monthly Premium Taxes will be used for audit verification in conjunction with the Annual Premium Volume Statement, due on March 1.